

OSA-0486-62

MEMORANDUM FOR: Chief, Salary and Wage Division, Office of Personnel

SUBJECT : Transfer of Foreign Field Position to Headquarters and Reclassification of Second Position.

25X1A1a  
25X1A1a  
1. Recently a study of the activities and responsibilities of the Office of Special Activities Security Branch was conducted by a survey team from the Office of Security. One of the results of this study was a recommendation for an increase in the Branch of [REDACTED] positions consisting of [REDACTED] Security Officers and a [REDACTED]. The Deputy Director (Support) concurred in this recommendation. 25X1A1a

25X1A1a  
25X1A6a  
2. As an initial step toward obtaining this much needed increase, we are requesting that position [REDACTED] Security Officer, [REDACTED], be transferred to Headquarters. Our activities at this particular station have become such that the presence of a Security Officer is no longer required.

25X1A1a  
25X1A1a  
3. We would like also at this time to recommend that position [REDACTED] be reclassified as a [REDACTED]. Again, because of the limited demands from this Station, a Finance Officer is not required. The need is instead for an Admin Assistant, one of whose duties would be the administration of an imprest fund. 25X1A6a

4. Your immediate action on these two matters would be greatly appreciated.

25X1A9a

[REDACTED]  
Acting Assistant Director  
(Special Activities)  
DD/R

Pers/OSA:WJC:ca  
2 August 1962

Distribution:

- Ø & 1 - Addressee
- 1 - DD/R
- 1 - OSA/Pers
- 1 - OSA/DAD
- 1 - OSA/Secur
- 1 - OSA/Fin

TRANSMITTAL SLIP		DATE
TO: <i>DDIR</i>		<i>2 Aug 62</i>
ROOM NO.	BUILDING	
REMARKS:		
<p><i>(JRR) J</i></p> <p><i>I concurred</i></p> <p><i>really in this.</i></p> <p><i>Bob</i></p>		
FROM: <i>Pers/OA</i>		
ROOM NO.	BUILDING	EXTENSION
<i>6-B-4404</i>	<i>Hqs.</i>	<i>7206</i>

FORM NO. 241  
1 FEB 55

REPLACES FORM 46-8  
WHICH MAY BE USED.

GPO : 1957-O-439445 (47)